

FHA Lender Approval Application Instructions

All lenders seeking FHA-Approval must upload all applicable documents electronically through:
<https://www5.hud.gov/FHALender/>. Below are the lists of documents required for FHA-Approval.

Documents Required for Application	Supervised Mortgagee	Nonsupervised Mortgagee	Government Mortgagee	Investing Mortgagee	
				Supervised	Nonsupervised
Business Formation Documents <i>Paragraphs 2-2(B) and 3-3(A)</i>		✓			✓
Commercial Credit Report on Applicant <i>Paragraph 3-2(A)(4)</i>		✓			✓
Credit Reports on Owners and Corporate Officers <i>Paragraphs 3-2(A)(4) and Mortgagee Letter 2011-34</i>		✓			✓
Resumes of Corporate Officers <i>Paragraphs 3-2(A)(5) and Mortgagee Letter 2011-34</i>		✓	✓		✓
State License or Registration <i>Paragraphs 2-3, 3-2(A)(7), 3-2(A)(8), and Mortgagee Letter 2009-31</i>	✓	✓		✓	✓
Financial Reports <i>Nonsupervised and Nonsupervised Investing Applicants: paragraphs 2-5, 2-6, 3-2(A)(6) and Mortgagee Letter 2010-20</i> <i>Supervised and Supervised Investing Applicants: paragraphs 2-5, 2-6, 3-2(A)(6) and Mortgagee Letters 2010-20, 2011-05, and 2011-25</i>	✓	✓		✓	✓
Funding Program <i>Paragraphs 3-2(A)(13-a) for Nonsupervised Lenders and Paragraph 3-2(A) (13-d) for Investing Lender applications</i>		✓			✓
Fidelity Bond <i>Paragraph 3-2 (A)(10)</i>	✓	✓	✓	✓	✓
Errors and Omissions Insurance <i>Paragraph 3-2(A)(11)</i>	✓	✓	✓	✓	✓
Quality Control Plan <i>Paragraphs 7-1 through 7-12, and Mortgagee Letters 2009-12 and 2011-02</i>	✓	✓	✓		

References

Lender Approval policies and requirements can be located at:

HUD Handbook 4060.1, Rev 2:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/mtgeekit

Mortgagee Letters:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/letters/mortgagee

Net Worth and Liquidity Requirements

Mortgagee Type	Net Worth	Liquidity
Government Mortgagee	N/A	N/A
Supervised Mortgagee	\$1,000,000	No less than 20% of adjusted net worth must be liquid assets consisting of cash or its equivalent acceptable to the Secretary
Nonsupervised Mortgagee	\$1,000,000	
Investing Mortgagee <ul style="list-style-type: none"> Federally Regulated Not Federally Regulated 	\$1,000,000	
	\$1,000,000	

Owners and Officers of Applicant

Business Form	Owners
Publically Traded Company or Corporation	10% or more ownership
Non-Publically Traded Company or Corporation	25% or more ownership
Limited Liability Company (LLC)	All Members
Partnerships	General Partners

Officers. Each applicant must list all of its Corporate Officers who will be directly involved in managing, overseeing, or conducting the FHA business. One officer must be marked as the Officer in Charge of the applicant's proposed FHA participation.

Lenders who are currently preparing application packages or plan to apply may contact the FHA Resource Center with questions at, answers@hud.gov and 1-800-225-5342. Please include the words "New Applicant" in the subject line and a contact person and phone number in the email body so that a Lender Approval representative may contact you.

Please visit FHA's lender page at: www.hud.gov/lenders for more links.

Thank you for your interest in FHA!